

## How to submit an **EVENT ACTIVITY REPORT** in Iowa Grants

- Go to [www.iowagrants.gov](http://www.iowagrants.gov) and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page

Menu | Help | Log Out

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**Grant/Project Tracking**

Grant/Project: 375962 - Teamville - 2021

Status: Underway

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Sheri Lyn Krohn

Awarded Amount: \$112,850.00

- Select **Event** from the Status Report Type drop down menu

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**Grant Tracking**

**General Information**

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: \* Event

Title: March Event Report

Report Period: 03/01/2021 (From Date) 03/31/2021 (To Date)

- For the **Title Field**, enter the month you conducted the project followed by the words “Event Report”
- Click on the calendar icons to enter the project start and end dates in the **Report Period** fields
- Click **Save** in upper right corner

- Click **Return to Components**

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**Grant Tracking**

**General Information** [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 398808

Status Report Status: Editing

Due Date:

Status Report Type\*: Event

Title March Event Report

Report Period 03/01/2021 03/31/2021  
From Date To Date

Last Edited By: Gtsb Test 1, 03/05/2021

- Click on **Event Report** in the table

Status Report: 22-402-M0PT, Task 01-00-00 - 07

Grant: 22-402-M0PT, Task 01-00-00-Carlisle Police Department 2022 402

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Crystal Young

**Components** [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

| Name                | Complete? | Last Edited |
|---------------------|-----------|-------------|
| General Information | ✓         | 03/05/2021  |
| Event Report        |           |             |

- Click on **Add**

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

**Grant/Project Tracking**

Status Report: 22-402-M0PT, Task 01-00-00 - 08

Grant: 22-402-M0PT, Task 01-00-00-Carlisle Police Department 2022 402

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Crystal Young

**Event Report** [Mark as Complete](#) | [Go to Status Report Forms](#)

| Event Title     | Location of Event (Address, City) | Date of Event | Event Start Time | Event End Time | # in Attendance | Comments |
|-----------------|-----------------------------------|---------------|------------------|----------------|-----------------|----------|
| Last Edited By: |                                   |               |                  |                |                 |          |

- Enter the Event Title

- Enter the location of the event.
- Click on the calendar icon to select the date in which you conducted your event
- Enter your event start and end times
- Enter the total number of attendees at the event as a whole. This may be approximate.
- Enter the total number of those attendees you had direct interaction with
- Enter the total number of overtime hours being claimed for reimbursement (Law Enforcement Agencies Only)
- Input any comments regarding the event then click **Return to Top**

### Event Report

Event Title\*

Warren County Fair

Location of Event (Address, City)

Warren County Fairgrounds, Indianola, IA

Date of Event

10/09/2021

Event Start Time

1200

Enter the event start time in military hours.

Event End Time

1400

Enter the event end time in military hours.

Total # in Attendance at the Event

1500

# of people with Direct Interaction

150

GTSB Event Overtime  
(Law Enforcement Agencies Only)

4

Comments

We had an impaired driving educational booth as well as a golf cart course set up for use with the impaired vision goggles.

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- Click **Save**

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 22-402-MOPT, Task 01-00-00 - 07

Grant: 22-402-MOPT, Task 01-00-00-Carlisle Police Department 2022 402

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Crystal Young

- If additional events were conducted in the report period, click **Add** and repeat last steps as necessary until all events are added.

Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

**Grant/Project Tracking**

Status Report: 22-402-M0PT, Task 01-00-00 - 40

Grant/Project: 22-402-M0PT, Task 01-00-00-Carlisle Police Department 2022 402

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Crystal Young

**Event Report** [Mark as Complete](#) | [Go to Status Report Forms](#)

| Event Title        | Location of Event (Address, City)        | Date of Event | Event Start Time | Event End Time | Total # in Attendance at the Event | # of people with Direct Interaction | GTSB Event Overtime (Law Enforcement Agencies Only) | Comments  |
|--------------------|--|---------------|------------------|----------------|------------------------------------|-------------------------------------|---|---|
| Warren County Fair | Warren County Fairgrounds, Indianola, IA | 10/09/2021    | 1200             | 1400           | 1500                               | 150                                 | 4.0   | We had an impaired driving educational booth as well as a golf cart course set up for use with the impaired vision goggles. |

Last Edited By: Gtsb Test 1, 10/15/2021

- Once all events are entered, click **Mark as Complete**

**Event Report** [Mark as Complete](#) | [Go to Status Report Forms](#)

| Event Title           | Location of Event (Address, City) | Date of Event | Event Start Time | Event End Time | # in Attendance | Comments  |
|-----------------------|-----------------------------------|---------------|------------------|----------------|-----------------|---|
| City Celebration Days | 123 Anywhere, Carlisle            | 03/10/2021    | 1300             | 1600           | 45              | This was well received by attendees. Several comments were overheard that seatbelts would now be mandatory in their vehicles. |

Last Edited By: Gtsb Test 1, 03/05/2021

- Click **Submit**

**Components** [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

| Name                | Complete? | Last Edited |
|---------------------|-----------|-------------|
| General Information | ✓         | 03/05/2021  |
| Event Report        | ✓         | 03/05/2021  |

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

**OK** Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

**Status Report Submitted Confirmation** ←

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)